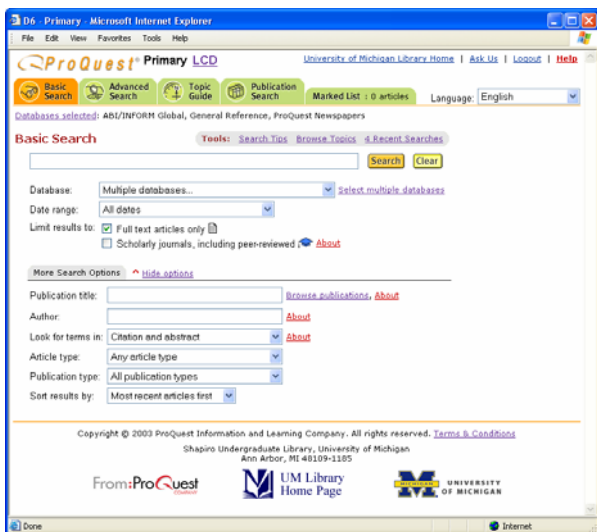# ProQuest Quick Print Guide

This guide will provide you with information on how to work with ProQuest.

For more information, see the database specific Quick Print Guides.

1   Basic Search

Basic Search is an ideal way to get started with ProQuest.

1. Enter a word or phrase into the search field.
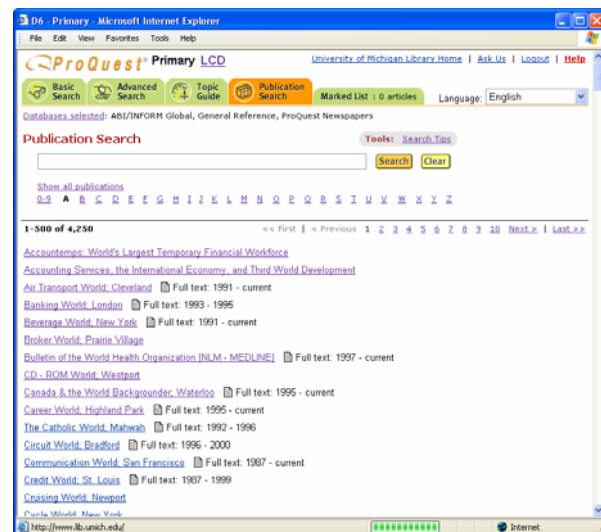
2. Click **Search**.

You can focus your search with several options (some only visible after you click **More Search Options**):

- **Database**
  Select a specific database from the drop-down menu, or click **Select multiple databases** to select multiple databases.

- **Date range**
  Select a date range from the drop-down menu. Or select one of the custom date range options such as **on this date** and enter the date or dates needed.
  Some databases, such as ProQuest Historical Newspapers, show only the custom date ranges. Enter the desired dates.

- **Limit results to**
  Click the appropriate checkboxes to search only those articles available in full text format, or to search only peer reviewed journals.

- **Publication Title**
  Enter a publication title to limit your search to articles appearing in a specific publication. Some databases let you click **Browse publications** to select a publication from an index of those available.

- **Author**
  Enter an author's name to limit your search to articles written by a specific author. Some databases let you click

Browse authors to select a name from an index of available authors.

- **Look for terms in**
  Select to search within **Citation and abstract** or **Citation and article text** for your search terms. Using **Citation and abstract** provides a more focused search, because your term must appear within the citation or the abstract, making it more likely that your term is an integral concept of the article.

- **Article Type**
  Select to search all article types, or to limit your search to a single type of article, such as **Review**. The article types available will vary, depending on the database(s) you are searching.

- **Publication Type**
  Select to search all publication types, or to limit your search to a single type of article, such as **Newspapers**.

- **Sort results by**
  By default, ProQuest displays the most recently published article first. You can select an alternate sort method, such as most relevant first, from this drop-down menu. The sort options available depend on the database(s) you are searching.
  You can also change your sort order on the Results page by using the Sort results by drop-down menu.
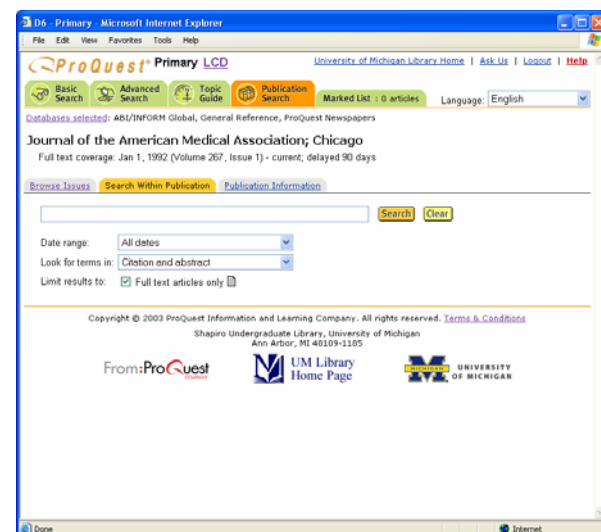
2   Publication Search

Publication Search makes it easy to find the latest issue or a specific back issue of a favorite magazine, journal, or newspaper.

1. Enter a word or phrase into the search field and click **Search**. If you don't know the complete title, enter the words you know.

   Or

   Click **Show all publications** to view all available publications.

   A list of titles appears. For publications available in full text format, you will see the coverage dates available, as well as any embargo periods.

3. Click the title of the publication you want to browse.

A list of available issues appears. Below the title you will see the coverage dates and any embargo periods.

4. Click the issue you're interested in to review a complete list of articles available.

   Or

   Click **Search within Publication** to search within the selected publication.

   Or

   Click **Publication Information** to view more information about the selected publication.

3   Search within a Publication

The search within a publication option lets you quickly search a specific publication for articles.

1. Enter your search terms in the search field.

2. If desired, set the date range.

3. Select whether to search in **Citation and abstract** or **Citation and article text**.

4. To limit your results to articles available in full text, check the **full text articles only** checkbox.

5. Click **Search**.

4 Advanced Search

Advanced Search is a powerful way to search with ProQuest. Enter your word or phrase, and use the fields to focus your search.

1. Enter a word or phrase into the search field.

2, If you're combining your search with additional search words:

   a. Choose the operator (for example, AND or OR) you want to use.

   b. Add your search word to the search field next to the operator list.

   c. From the drop-down menu, select the field to search.

   d. Continue adding words as needed. If you want to add more terms, click Add a row.

3. When you finish entering your terms, click **Search**.

Click **Clear** at any time to clear the search fields and start a new search.

You can focus your search with several options (some only visible after you click **More Search Options**):

- **Database**
  Select a specific database from the drop-down menu, or click **Select multiple databases** to select multiple databases.

- **Date range**
  Select a date range from the drop-down menu. Or select one of the custom date range options such as **on this date** and enter the date or dates needed.
  Some databases, such as ProQuest Historical Newspapers, show only the custom date ranges. Enter the desired dates.

- **Limit results to**
  Click the appropriate checkboxes to search only those articles available in full text format, or to search only peer reviewed journals.

- **Publication Title**
  Enter a publication title to limit your search to articles appearing in a specific publication. Some databases let you click **Browse publications** to select a publication from an index of those available.

- **Subject**
  Enter a subject, or click **Browse subjects** to select a subject from those available.

- **Company**
  Enter a company, or click **Browse companies** to select a company from those available.

- **Person**
  Enter a name, or click **Browse people** to select a name from those available.

- **Location**
  Enter a geographical location, or click **Browse locations** to select a location from those available.

- **Classification Code**
  Enter a Classification code, or click **Browse subjects** to select a code from those available.

- **NAICS/SIC Code**
  Enter a NAICS or SIC code, or click **Browse NAICS/SIC codes** to select a code from those available.

- **Article Type**
  Select to search all article types, or to limit your search to a single type of article, such as **Review**. The article types available will vary, depending on the database(s) you are searching.

- **Publication Type**
  Select to search all publication types, or to limit your search to a single type of article, such as **Newspapers**.

- **Sort results by**
  By default, ProQuest displays the most recently published article first. You can select an alternate sort method, such as most relevant first, from this drop-down menu. The sort options available depend on the database(s) you are searching.
  You can change your sort order on the Results page by using the Sort results by drop-down menu.

- **Results per page**
  Select how many articles to display on each Results page.

5 Search Results

The Results page shows you the articles that contain matches to your search words.

From this page you can do a variety of things.

Read an Article

To read an article in your Results list, click the article's title. The article will open the in best-available format.

To view an article in a specific format, click the icon corresponding to the format you want.

Mark Articles

To keep a record of the articles that you found useful, click in the box next to the article's title and number. ProQuest adds that article to the Saved Articles section of your Marked List. You can also use the Mark / Clear all on page links to mark all the articles, or clear all marked articles on the current page.

Filter Your Results

The tabs on the Results page let you filter your results, displaying subsets of the articles found. The filtering tabs that are available will depend on the ProQuest Collection you are working with. These filtering tabs include:

- **All sources**
  This is the default selection for the filtering tabs, and displays all articles found.

- **Scholarly Journals** Click this tab to display only articles found in scholarly journals (including peer-reviewed journals).

- **Magazines** Click this tab to display only articles found in magazines.

- **Trade Publications** Click this tab to display only articles found in trade publications.

- **Newspapers**
  Click this tab to display only articles found in newspapers.

- **Reference**
  Click this tab to display only articles found in reference materials.

Below the tabs, two other options let you filter your results:

- **View marked articles**
  Click this option to view your Marked List.
- **Full text articles only**
  Click this option to view only the articles that are available in full text format.

Sort Your Results

By default, ProQuest displays the most recently published article first. From this drop-down menu you can select an alternate sorting methods. The sorting methods available depend on the database(s) you are searching.

## Change the Number of Results Displayed on the Page

At the bottom of the page you see the Results per page drop-down menu. Use this menu to adjust the number of articles displayed on each page.

Refine Your Search

At the bottom of the Results page you'll see a search field with the terms you used to run your search, as well as the buttons and fields for the method you used.

You can refine your search by making changes to the search.

6 Article Display
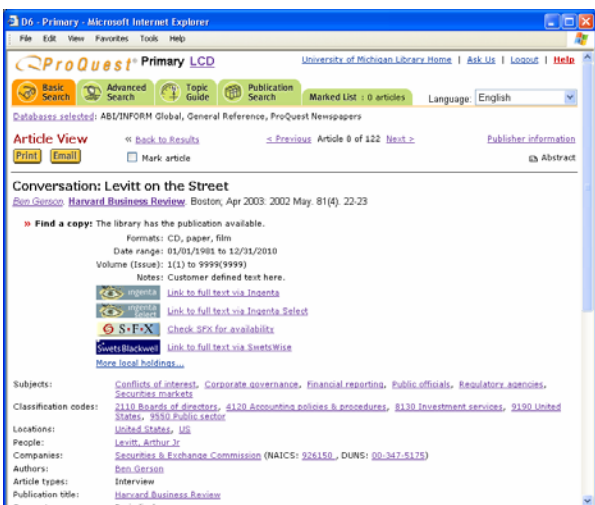
Once you've found articles you want to use, you have several options for working with them. You can review abstracts and citations of articles, or, in many cases, read the full text online. You can also print and email the articles that interest you.

View an Article in a Different Format

To see the article you're currently reading in a different format, choose the format you want from the article format list. This list appears above and to the right of the article title.

Print an Article

You'll find the Print button above the title of your article, along with other options for handling the article you're reading.

To print the article you're currently reading, click **Print**. The article view changes to one optimized for printing, and the print dialog box opens.

Email an Article

You'll find the Email button above the title of your article, along with other options for handling the article you're reading.

To email an article:

1. Click **Email**. You see the Email Article form.
2. Enter the email address to which you'd like to send the article, a subject header for the email, and any comments you'd like to include in the body of your email.
3. Select the format you would like to use for emailing the article, and the email settings.
4. Click **Send Email**. You see a note confirming that your email has been sent.

You cannot email Page Map, Page Image, or Text+Graphics formats.

Mark an Article

To add an article to your Marked List, check the **Mark Article** checkbox.

Find Articles by the Same Author

Below the title of the article you will see information about the article, including things such as the author's name and subjects,. (The information listed depends on the database you are searching as well as the current article.) Much of this information will appear as links. Click on a link and ProQuest will run a new search using that information.

Find Similar Articles Using More Like This

If your article contains index terms or keywords, you can click the **Show options for finding similar articles** link in the orange More Like This section to select one or more of these terms. Then, click **Search** to run a new search using those terms.

7 Select Database

You can focus your searches by limiting them to specific databases.

Access the Databases page by clicking on the Databases selected link, just below the tabs at the top left of most pages, or by clicking the Select multiple databases link next to the Database drop-down menu on the Advanced or Basic Search pages.

Select a Database or Databases to Search

Check the box to the left of each database title to search.

You can select one database, or multiple databases with some limitations:

- **Non-Historical Databases**: You can select multiple non-historical databases, but cannot search these databases with historical databases or standalone databases.
- **Historical Databases**: You can select multiple historical databases, but cannot search these databases with non-historical databases or standalone databases.
- **Standalone Databases**: Standalone databases cannot be searched with other databases. These databases do not have a box to check. Instead, click the database title to search in these databases.

8 Marked List

The Marked List lets you save articles you find useful and view details from your searches during your ProQuest session. The Articles and Bibliography tab lets you print a bibliography and email or export several articles at once. The My Research Summary tab lets you use links to articles and publications, as well as searches you have run to create web pages.

Remove Articles from Your Marked List

To remove specific articles: Uncheck the box next to each article you want to remove from your Marked List. Then click **Delete unmarked items**.

To remove all articles on your list: Click **Clear all on page**. This will uncheck the box next to each article. Then click **Delete unmarked items**.

View Articles in Your List

To view an article, click the title of the article to view the best format available.

Print Your Bibliography

The **Print your bibliography** link appears just below the Articles and Bibliography tab.

1. Check the box next to each article you want to include in the bibliography.
2. Click the **Print your bibliography** link.

   You see the Print Bibliography page. Make the appropriate selections on this form.
3. Click **Print**.

Email Articles

The **Email marked articles** link appears just below the Articles and Bibliography tab.

1. Check the box next to each article you want to email.
2. Click the **Email marked articles** link.

   You see the Email Articles page. Make the appropriate selections on this form.
3. Click **Send Email**. A note appears confirming that your email

has been sent.

You cannot email Page Map, newspaper Page Images, or Text+Graphics.

Export Citation Information

1. Check the box next to each article you want to include in your bibliography.
2. Click the Export citations into EndNote, ProCite, RefWorks or Reference Manager link.
3. You see the Export Citations page. Click on the format you want to export.

9   Research Summary
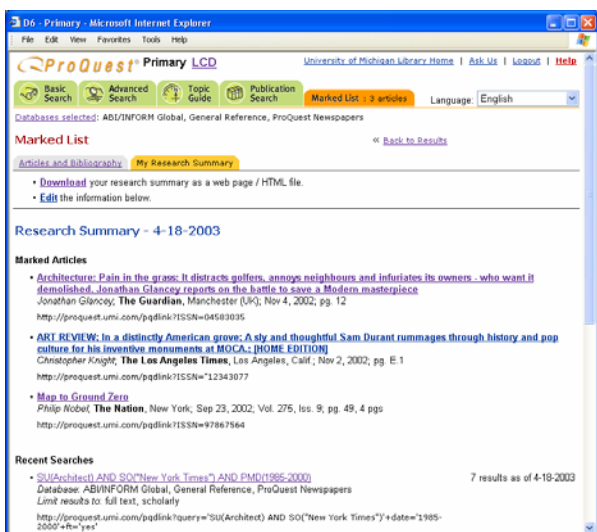
You can use the My Research Summary tab to save hypertext links to marked articles, recent searches and visited publications that you want to review later or share with friends and colleagues. These links will let anyone access articles, searches and publications from anywhere for a week after they are created. After the first week, the links will only be available to authorized ProQuest users.

Because ProQuest must authenticate all users, you may not be able to use these links from home after the initial one week period.

Download My Research Summary as a Web Page / HTML File

1. Click the Download your research summary as a web page / HTML file link.

   You will see a version of the My Research Summary page containing only the information below the navigation features of the ProQuest page, and your browser's Save As window.

2. Enter a file name for your page.
3. Make sure the format is set to Web Page (.htm or .html).
4. Navigate to the location you want to save the page.
5. Click Save.

Edit the Contents of My Research Summary

You can change the information displayed and saved from My Research Summary by adding comments or explanations, and removing articles, searches, or groups.

1. Click the Edit the information below link.

   You see the Edit Search Summary page.

2. Make any changes to your comments, labels, or the articles, searches, and publications to include.
3. Click Update to save your changes.

10 Topic Guide
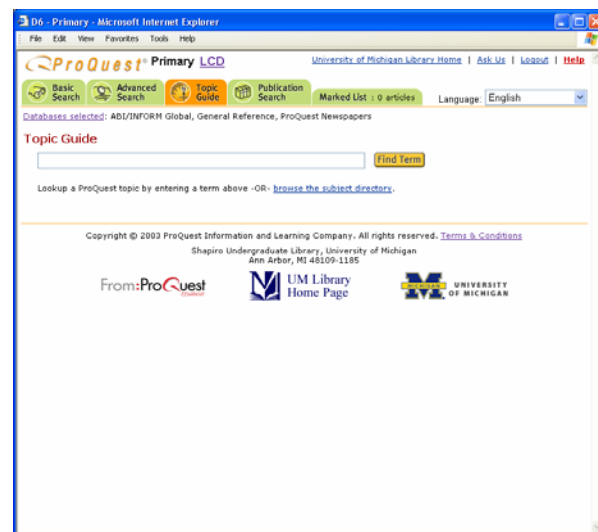
The ProQuest Topic Guide lets you find articles by searching an index, or by exploring a hierarchical subject directory. Indexed topics may include subjects, companies, people, and locations.

About the Topic Guide

The Topic Guide provides you with a comprehensive list of possible topics. You can quickly browse this list, or use the Subjects, Companies, People, and Locations tabs to filter the results.

- **People** lists famous or important people you're likely to want to include in your search. Names do not represent authors of articles contained in the ProQuest collections.
- **Locations** lists geographical names, such as the names of cities, nations, landmarks, or regions.
- **Companies** lists corporations, businesses, organizations, and other groups, such as performers.
- **Subjects** lists keywords. Subjects in our subject directory are based on terms found in the ProQuest thesaurus, which contains a set of specialized terms used to categorize information in ProQuest.
- **All** lists topics from all categories.

Search for a Topic

1. Enter a term and click Find Term.

   You see the terms that most closely match your search terms. Do one of the following:

- Scroll through the list to locate the term you want.
- Select a filtering tab (People, Locations, Companies, Subjects).
- Navigate to a different page using the page number or Next and Previous links.

2. Once you have found a term, click View Articles to run a search using that term. Or click Narrow to narrow your search using related terms.

11 Topic Guide—Subject Directory
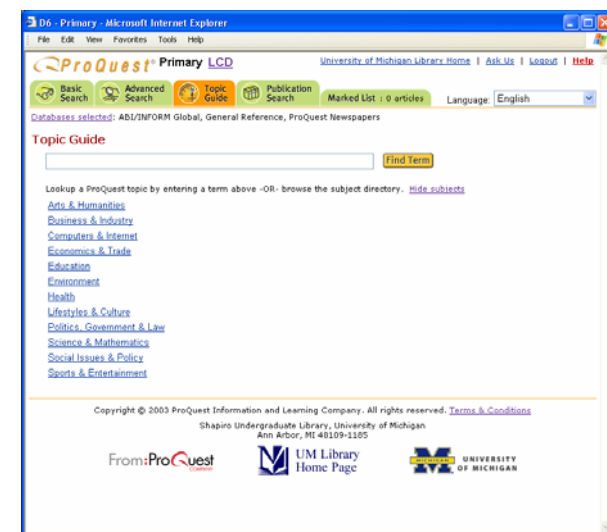
Browse the Subject Directory

1. Click browse subjects by topic to view the topic tree.
2. Click the word that most closely resembles the subject you're interested in.

   A list of subtopics related to the subject you chose appears.

3. Click the subtopic that matches the information you want most closely.

   A list of words further refining the subtopic appears.

4. From that list, choose the word that most closely suggests the kind of information you're looking for.
5. When you've reached the end of the list, and the topic you're searching can't be refined any further, View Articles appears next to each word in your list of final subject terms.
6. Click View Articles next to the subject term that best represents the concept you're trying to find. ProQuest searches, and presents you with a list of articles matching that subject term.

Use Narrow

Narrow lets you narrow your search by adding related terms.

1. Select a term you want to use for your search.
2. Click Narrow to narrow the search using related terms.
3. From the narrowed list, find a term you want to use and click View Articles.